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JUN 30 1950

VIA Deputy Assistant Director, ORE **CONFIDENTIAL**  
Chief, D/NIS, ORE  
Chief, D/Ma, ORE

Request for change in T/O for D/Ma.

1. It is requested that the current position of Grade UG-7 for an Apprentice Compositor in the Cartography Branch, D/Ma, be raised to a Grade UG-18 Printer-Compositor. An Incumbent of a UG-18 position receives about \$4,888.00 annually, whereas an incumbent of a UG-7 position receives approximately \$2,592.00 at current rates of pay.

2. This request is made after extended discussions between the Chief of the Cartography Branch and appropriate officers in the Publications Branch, D/NIS, followed by more recent conversations between the Chiefs of the two Divisions. In these latter conversations, it was agreed that the subject request, if approved, would be most beneficial to the NIS cartographic program and would assist in breaking one of the annoying bottle-necks of production.

3. At present, the Cartography Branch has one full-time Compositor-Printer who is responsible for the entire operation of the Composing Unit. This includes composing, throwing back type, make-ready of galley, printing proof-copy, correcting proof-copy, printing final copies and all other maintenance necessary in the operation of a Composing Unit. Under these conditions the present capability of the Composing Unit consists of handling an average of 300 to 350 words per day. This includes the printing of stickup symbols used by the Branch. To date the Division has been unable to recruit the apprentice at Grade UG-7. Under current conditions this Composing Unit is meeting the essential requirements of the Cartography Branch for final "stickup" lettering and symbols. When given adequate warning, it is also able to provide some additional "stickup" lettering for priority requests received from other cartographic units contributing to the NIS program. However, it is unable to meet the majority of contributor requirements for this material. These other contributors find great difficulty in obtaining prompt service in the preparation of "stickup" lettering from sources within their agencies and are unable to be assured of uniformity of production to meet NIS standards.

4. An apprentice at Grade UG-7 would not be able to substantially increase out-put for a considerable period of time after entering on duty. He could not approach the effectiveness of an additional trained Printer-Compositor at Grade UG-18.

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EXT BYND 6 YRS BY

REASON

DOCUMENT NO. 1

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS

REVIEW DATE:

AUTH: [initials]

REVIEWER: 372044

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5. A trained craftsman of this high grade, after a short period on duty, should be able to increase the out-put of the Composing Unit by some 80 percent over present production. It is believed that this increase might well satisfy the essential requirements of those cartographic units contributing to the NIS program which are now experiencing serious difficulty in obtaining suitable "stickup" material.

6. This proposed action also would be most helpful in providing a highly competent substitute for the present compositor-printer during periods of annual or sick leave.

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D/Ma:   
cc: D/NIS  
C/Ma

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